
Plaintiff,

vs.

Defendant.

**JURY DEMAND
FOR OWI/PAC/OCS CITATION**

Citation Number _____ Case Number _____

The above-named defendant hereby demands a trial by jury in conjunction with the above-mentioned action and tenders herewith a check in the amount of the bond and \$36 (Six Dollars per juror non-refundable jury fee for six-person jury only).

Dated at Milwaukee, Wisconsin, this _____ day of _____ 20__.

Defendant's Address _____

City _____ State _____ Zip Code _____

Telephone Number (_ _ _) _ _ _ _ _

JURY DEMAND INSTRUCTIONS

The form for the Jury Demand and a sample of which will be found at the end of these instructions.

Wisconsin Statutes govern the “Jury Demand” process of municipal court as follows: §800.04(1)(d). A person charged with a violation of OWI/PAC/OCS has the right to demand a jury trial to be held in the circuit court. The Municipal Court must inform the defendant of this right; and the jury shall consist of six persons. The “Jury Demand” must be filed within 10 days after the defendant enters a plea of not guilty.

To request a jury trial in the Milwaukee Circuit Court (Circuit Court), you must file a written **“Jury Demand”** within 10 calendar days from the date on which you pled not guilty. *(10 calendar days, include Saturdays, Sundays and holidays. However, if the 10th day falls on a Saturday, Sunday, or holiday, you may file request the “Jury Demand” the next regular business day).*

Using the “Jury Demand” form, make sure you fill in the following required information:

1. Your name
2. Address (Street, City, State, Zip Code)
3. Telephone Number (
4. Case Number (Area Code and Number)
5. Date “Jury Demand” is requested

Definition of a Trial de Novo with a Jury: *(A trial de Novo with a jury is a new trial conducted in Milwaukee County Circuit Court that is heard before a 6-person jury). The cost is \$148.00 plus \$36.00 for a 6-person jury for a total of \$184.00 plus the bond amount if ordered by the Municipal Court Judge.*

How to File the Form: Within 10 calendar days of the date on which you pled not guilty, you can bring the form to the Milwaukee Municipal Court (Municipal Court) in person *(between 8:00 a.m. and 11:00 a.m. and 1:00 p.m. and 3:00 p.m. Monday through Friday)* with the proper filing fees.

Should you choose to file the form by mail, you must mail the original to the Milwaukee Municipal Court with the proper filing fees and the amount of deposit on the citation to the Municipal Court. Also, you must **provide written notice to the City Attorney within 10 calendar days of the date you pled not guilty that you are requesting a “Jury Demand.”** **If the “Jury Demand” form and fees are not received within the 10 (calendar) day time limit, you will forfeit your right to a jury trial.**

You can mail the form to: Milwaukee Municipal Court
951 N. James Lovell Street
Milwaukee, WI 53233-1449

The Milwaukee County Circuit Court will contact you regarding your request for a *Jury Demand* after the request is filed with the Circuit Court.